

CONFIDENTIAL

7 October 1965

MEMORANDUM FOR THE RECORD

Subject: Inspection of Agency Records Management Program

25X1 1. On 1 October 1965 I reviewed a draft of a report that [] Inspection Staff, prepared on his findings and recommendations dealing with the Records Administration Staff. This draft report was general in nature. The principal item which predominated the entire report of about 10 double-spaced pages concerned the need for top level support of the Agency Records Management Program.

25X1 2. When [] initially contacted me last April about an inspection of the Agency Records Management Program, he was very specific in stating that his intention was only to develop a guide line which would serve as the basis for future inspections of agency organizations. The idea was to include Records Management as a function to be inspected in all scheduled inspections rather than a vertical examination of Records Management. This draft report that I reviewed, however, seemed to be more in the form of an inspection of the Records Management Staff. When I pointed this out to [] he indicated that while this was true it was only the introduction to the entire report which had not been completed. As a matter of fact, inspections have not been completed in any of the directorates except DDP. This report did not relate to DDP in any way. 25X1

Here are some of the comments that I gave to [] on specific items in the draft which I reviewed: 25X1

a. Page 2, Line 10 - I disagreed with the findings relative to Vital Records. I pointed out that we have a very active program. I also noted that this report did not refer to filing systems or filing equipment, and we have very active programs in these areas. I pointed out in particular that we have over 250 installations of Subject-Numeric filing systems. There was no mention made in this part of the report about the standards and guide lines developed, and I suggested that a statement should be included showing the handbooks and regulations and other guide line material developed for correspondence, reports, forms, equipment, records disposition, and Archives and Records Center operations.

b. Page 7, Item 10 - I disagreed entirely with this item.

c. Page 11 - This statement was not accurate. This nomination was not made by the Records Management Staff.

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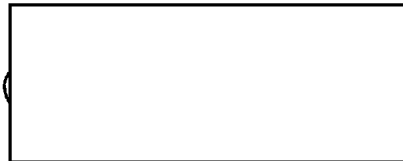
3. In addition to the above specific comments, I told [] that I thought he should discuss the operation of the Agency-wide Records Management Program with the DDS, the former DDS, and the Executive Officer to the DDS before submitting any report. I also commented to the effect that our physical location was not a major problem. Naturally it would be better if we were located in headquarters or closer to it than we are now.

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4. [] said that [] and another person to be designated by Mr. Earman would probably continue the inspection of the Records Management Program in the other directorate areas. He suggested that I discuss this with Mr. Earman and the Office of the DDS. On 4 October 1965 I discussed the subject with [] Executive Officer to the DDS.

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STAT Some comments and
STAT back ground material given
STAT to [redacted] for his inspection
of Records Mgt Program in 1965.
and for [redacted] who
replaced [redacted] on the
inspection -